



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

INTERMEDIATE ACCOUNT CLERK – CONFIDENTIAL  
SENIOR ACCOUNT CLERK – CONFIDENTIAL

Class No. 002472  
Class No. 002474

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■ CLASSIFICATION PURPOSE

To perform clerical accounting work; to review financial or statistical records; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are found only in the Chief Administrative Office and Human Resources Department. These classes differ from the Intermediate Account Clerk and Senior Account Clerk in that they involve dealing with highly confidential and sensitive information pertaining to decision-making processes affecting labor relations and/or privileged employment related transactions.

Intermediate Account Clerk – Confidential:

This is the entry-level class in the series. Under general supervision, incumbents perform basic and routine clerical accounting and statistical functions.

Senior Account Clerk – Confidential:

This is the lead/first-line supervisory level class in this series. Incumbents perform the more difficult and complex clerical accounting tasks and may supervise other clerks performing clerical accounting tasks. Incumbents who do not supervise are assigned complex duties, or may work for a professional accountant.

■ FUNCTIONS

**The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Compiles various financial and statistical records.
2. Maintains confidential accounting data.
3. Collects and accounts for monies.
4. Posts checks, and adjusts accounts.
5. Makes mathematical calculations.
6. Checks various statistical and accounting tables and reports.
7. Classifies data according to prescribed accounting systems.
8. Prepares accounting and statistical reports.
9. Posts and balances journal and subsidiary ledgers.
10. Processes warrants, encumbrances, and claims.
11. Provides responsive, high quality service to county employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Account Clerk – Confidential (in addition to the above):

1. Supervises staff.

2. Participates in compiling and recording financial transactions.
3. Explains financial and accounting requirements to employees and the public.
4. Audits budgetary classifications of expenditure accounts.
5. Prepares and maintains redemption tax records.
6. Gathers statistical data and prepares worksheets for budget estimates.
7. Supervises the preparation of the pre-audit report of public funds for payments and warrant preparations.
8. Audits and distributes receipts and revenues to proper accounts.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Clerical accounting methods, forms, and techniques.
- Office practices and procedures related to processing and recording accounting and bookkeeping transactions.
- Arithmetic computations related to maintaining, compiling, and reviewing statistical or financial records.
- Electronic data processing and personal computers.
- Various computer applications.
- Rules and regulations of county payroll operations.
- Accounting principles and financial reporting.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

##### Senior Account Clerk – Confidential (in addition to the above):

- Principles of supervision.

##### Skills and Abilities to:

- Determine proper accounting code and classification in routine transactions.
- Reconcile differences within the record keeping system and related transactions.
- Understand the relationships among accounting or statistical records and documents.
- Operate computers, adding machines or calculators and other office equipment.
- Use various computerized financial systems and adapt to changes in those systems.
- Read, understand, and follow written directives and oral instructions.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

##### Senior Account Clerk – Confidential (in addition to the above):

- Supervise, train, and evaluate subordinate work performance.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

##### Intermediate Account Clerk – Confidential:

1. One (1) year or more of work experience performing bookkeeping, fiscal, or statistical accounting assignments.

**Note:** Two (2) years of post high school level accounting and business education courses, to include twelve (12) semester units of accounting may substitute for the required experience.

##### Senior Account Clerk – Confidential:

1. Two (2) years as an Intermediate Account Clerk - Confidential in the County of San Diego, OR

2. Three (3) years or more of work experience performing responsible bookkeeping, fiscal, or statistical accounting assignments.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, and bending, twisting of waist, side-to-side turning of neck; repetitive use of the hands to operate computers, printers and copiers; fine finger dexterity to operate keyboards and writing materials. Occasional: standing, walking, simple grasping, reaching above and below shoulder level and lifting and carrying files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

##### Certification/Registration

None required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 27, 1998**  
**Reviewed: Spring 2003**  
**Revised: March 8, 2001**  
**Revised: June 14, 2004**

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Intermediate Account Clerk - Confidential (Class No. 002472)  
Senior Account Clerk – Confidential (Class No. 002474)

Union Code: CE  
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Variable Entry: Y  
Variable Entry: Y